



# TOWN OF UPTON, MASSACHUSETTS

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## Economic Development Committee

### Meeting Minutes

***Date: September 18, 2019***

***Location: Town Hall, Main Street***

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 7:05 pm

#### **B: In Attendance**

Committee Members:

- Michelle Antinarelli
- Gene Bernat
- Donna Desjardins
- Bill McCormick
- Steven Rakitin
- Dave Ross

Guests: Derek Brindisi, Town Manager  
Pat Roche, Building Commissioner  
Dave Gruber, Working Group Member  
Stephen Johnson, RFP Committee  
Gary Bohan, Planning Board  
Craig Weinfuss, RFP Committee  
Antonio Casasanta, RFP Committee  
Maureen Dwinell, Board of Selectmen

#### **C: Discussion**

##### **1. General Discussion**

We reviewed the agenda and approved the meeting minutes of Sept 18<sup>th</sup>. Unanimous.

##### **2. Design Standards**

The RFP Committee has completed work on Design Standards. We discussed where Design Standards should be placed – in the By-law or possibly as a Planning Board Regulation. As a PB regulation, we discussed invoking Design Standards only when a proposed project rises to the level of Site Plan Review, Special Permit, or Change of Use. This would allow property owners in the UCBD to make most simple improvements without having to comply with Design Standards.

We discussed the pros and cons of whether to make the Design Standards part of the by-law or a Planning Board regulation. We discussed having the Planning Board adopt “interim” Design

Standards for now and that after going through the actual RFP Process, we may learn things that could then be updated in the next revision of the Design Standards. They would then presented at May TM to be included as part of the UCBD by-law.

EDC is on PB agenda for next Tuesday.

### **3. Discuss proposed Zoning Map and Upton Center Business District By-law**

We discussed proposed zoning table of uses (Table A) and the parking by-law (shared parking).

We agreed to add the following additional 5 parcels to the UCBD:

- 10 North Main St. (historic Bradish House)
- 11 and 13 Grove St. and Lot #0 located behind #13 Grove St.
- 16 Main Street

The EDC felt strongly that the vision approved at May TM needs to be honored and as such, Mixed-use and Apartments over non-residential use represent the core of the vision. Therefore, the EDC would like these new uses to be by right uses rather than requiring PB or ZBA review.

### **4. Discuss Imagine Upton Website**

WE discussed how we can re-engage with the Working Group and the Imagine Upton Website to build support for the UCBD at the Nov TM. Dave Gruber suggested ways we should plan an informational meeting to explain new zone and by-law. Include what is the impact of being in the zone – more opportunities. Possibly do a side-by-side comparison of the current/proposed zone maps.

The Website can be used to explain the next steps in the process:

- Zoning changes at Nov STM – If approved, Planning Board will implement Design Standards created by RFP Committee.
- Design Standards will be updated and formally adopted in by-law at May TM

Need clear description of what is coming next = zoning and parking and oversight. Designed to attract new businesses and services to town.

Dave suggested holding informational discussions for both the Working Group and people in the zone before Public Hearing Oct 22. It was also suggested that we talk to the VFW. Bill will meet with VFW/Men's Club members to see if they are okay with this...

EDC would need to send letters to all property owners and abutters in the zone. Explain that new zone provides more options than under existing GB

### **5. Other Topics**

Key dates:

- Next PB Meeting Sept 24
- Warrant posted Oct 15

- Meet with ZBA Oct 16
- Presentation to Men's Club Oct 16
- Planning Board public hearing on zoning changes Oct 22

#### **D: Committee Actions and Action Items**

1. A motion was made and seconded to approve the minutes from September 4<sup>th</sup>. Approved by unanimous vote.

#### **Possible Agenda Items for Next Meeting**

- Assemble list of property owners in zone
- Schedule Informational Session for Working Group and property owners
- Review updated zoning map and UCBD District document with ZBA
- Prepare updates for Working Group to post on Imagine Upton Website

#### **E: Next Meetings**

1. Next EDC meeting scheduled for Oct 2<sup>nd</sup> @ 7pm.

#### **F: Meeting Adjourned**

Upon unanimous vote, the meeting was adjourned at 9:41 PM

Respectfully submitted

Steven R. Rakitin  
Clerk